

SPECIFIC PRIVACY STATEMENT

1. OBJECTIVE

The objective of this platform is to provide its users a wide range of online courses developed under the Council of Europe Human Rights Education for Legal Professionals ([HELP](#)) Programme. It aims at serving as a portal for legal practitioners from and beyond the 46 Council of Europe member states and all those who are interested in the European human rights standards in many different areas.

To enable this, users will be given the option to register some personal information to a specific e-learning platform, which is maintained by the Council of Europe's HELP Secretariat.

As this online service collects and further processes personal data, [Secretary General's Regulation of 1 January 2023 outlining a data protection system for personal data files in the Council of Europe](#), is applicable.

2. WHAT PERSONAL INFORMATION DO WE COLLECT, FOR WHAT PURPOSE AND THROUGH WHICH TECHNICAL MEANS?

The HELP e-learning platform collects personal data for the following purposes:

- Any user who wants to obtain access to the HELP online platform to use the HELP online courses, communicate and share information, will need to enter certain contact details as further described below. Once access is granted these data will be retained in the user profile that will be viewable by the platform administrators within the restricted access area.

The **Identification Data** collected and further processed for the functioning of the HELP e-learning platform is as follows:

- first name, last name
- e-mail address
- gender (includes option to opt out of specifying, prefer not to say)
- profession

Users will also need to enter a username. Other information that may optionally be provided by the users, but are not required to set-up an account include:

- city/town, country
- nationality
- profession
- organisation name and
- type of organisation.

The collection of data is based on voluntary agreement by the data subjects who wish to make use of the options offered by the platform.

Furthermore, to make this platform work properly, we place small data files called “cookies” on a user's device. These cookies enable the platform, for example, to remember the session ID of authenticated users, keeping them logged in for a given period.

More information about the use of cookies on Council of Europe websites can be found at the following [link](#).

3. WHO HAS ACCESS TO YOUR INFORMATION AND TO WHOM IS IT DISCLOSED?

Access to your personal data is only granted to the HELP online platform administrators (the Council of Europe HELP Secretariat and the Council of Europe Directorate of Information Technology), including the company which hosts the HELP platform. They are linked to the data controller by a legal data protection and confidentiality clause in their contract.

Access to some of your personal data (first name, last name, and e-mail) may also be granted to a defined population of users who will typically be other practitioners / experts in the field (e.g., other participants of self-learning courses) who have identical access to the HELP platform.

The 'tutors' of the HELP tutored courses, as well as peer participants, are granted access to the email addresses of the specific group of participants enrolled in a tutored course. This access allows them to effectively communicate information regarding course implementation, distribute assignments for completion, and perform other necessary functions.

With the aim of better distributing information on similar Council of Europe activities, mailing lists composed by the names of the users of the platform may be used in the future by the HELP Secretariat for the purpose of contacting data subjects in the context of other HELP Secretariat activities.

If data subjects do not agree with this, they may contact the HELP Secretariat by using the Contact Information as mentioned below in this Privacy Statement.

The Council of Europe will not share personal data with third parties for direct marketing purposes.

4. HOW DO WE PROTECT AND SAFEGUARD YOUR INFORMATION?

Your contact details are recorded in a secured and protected database hosted by an external company whose database centre is located in the EU. Information on the company is available on request to the HELP Secretariat (see Contact Information below).

This contractor is aware of the prime importance to the Council of Europe of securing the hosted content in terms of confidentiality, integrity, and data back-up, particularly in respect of the risks of physical or logical intrusion and is contractually committed to ensuring that your personal information is secure by putting in place and maintaining a security policy which meets the highest relevant security standards.

This contractor has *i.a.* guaranteed that no third party has access to the Council of Europe's data, in particular other clients of the contractor using the same Server.

It has also undertaken to:

- i. prevent physical access to the Server by any unauthorised third party and to keep the Server on premises which comply with professional standards, particularly in terms of electrical safety and protection from the risks of intrusion, fire or overheating and
- ii. to put in place the necessary technical measures to protect the hosted content against computer viruses and against intrusions or attacks which might adversely affect the hosted content or its accessibility.

Inside the Council of Europe, the database can be accessed using a User Id/Password. Access to the application is via an encrypted connection using the https protocol.

5. HOW LONG DO WE KEEP YOUR DATA?

Personal data will be retained for as long as it remains necessary for the proper functioning of the platform and for the benefit of the platform's users. However, upon request from individuals concerned or in the event of platform termination, all personal data will be promptly deleted. It is important to note that aggregated data pertaining to groups (excluding individual-level data) may be retained for an additional four years to facilitate research analysis and reporting.

In terms of legitimacy of data processing and quality of data, we are aligned with Article 4.1 of the above-mentioned regulation:

4. Legitimacy of data processing and quality of data

4.1 Data processing shall be proportionate in relation to the legitimate purpose pursued and reflect at all stages of the processing a fair balance between all interests concerned, whether public or private, and the rights and freedoms at stake.

6. HOW CAN YOU VERIFY, MODIFY OR DELETE YOUR INFORMATION?

If you wish to inquire about, modify, correct, or delete your personal data, kindly contact the controller using the provided Contact Information below. Please make sure to explicitly specify your request in your communication.

7. CONTACT INFORMATION

In case you wish to verify which personal data is stored on your behalf in the HELP online platform, have it modified, corrected, or deleted, or if you have questions regarding the platform, or concerning any information processed in the context of the platform, or on your rights, feel free to contact the support team, using the following contact information:

HELP Secretariat: DGI-Help-Programme@coe.int

8. RECOURSE

In case of conflict, the Council of Europe's [Data Protection Commissioner](#) can be contacted:

Jean-Philippe WALTER
Data Protection Commissioner
Directorate General Human Rights and Rule of Law - Data Protection Unit
Council of Europe
F-67075 Strasbourg Cedex
Email: datacommissioner@coe.int